



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415



National Background  
Investigations  
Bureau

## **Federal Investigations Notice**

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**Notice No. 17-04**

**Date: March 29, 2017**

### **Subject: FY 2018 Investigations Reimbursable Billing Rates Effective October 1, 2017**

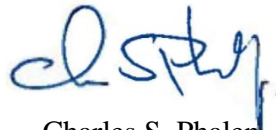
The attached billing rates for reimbursable background investigative services will be effective beginning FY 2018 (October 1, 2017). This FIN reflects the National Background Investigations Bureau's (NBIB) continued commitment to publish its investigative prices in time for our customer agencies to best account for investigation costs in their annual budgets.

NBIB is required to finance its spending on a self-sustaining basis. Funding for NBIB is provided solely through the Office of Personnel Management (OPM) Revolving Fund, which is financed by amounts NBIB will receive from providing services in FY 2018 and retained amounts in the Fund from receipts generated and collected during prior fiscal years. Therefore, in building early required funding projection, NBIB is assuming a certain amount of risk with the publication of this FIN. Fluctuations in workload and the dynamic costs associated with meeting customer demand can significantly impact the average cost of each investigation. NBIB must consider recent legislation, executive orders, and policies that may impact the program, such as:

- January 17, 2017 USD(I) Memorandum, "Extension of Periodic Reinvestigation Timelines to Address the Background Investigation Backlog"
- Presidential Memorandum of January 23, 2017, "Hiring Freeze"
- Executive Order 13781 of March 13, 2017, "Comprehensive Plan for Reorganizing the Executive Branch"
- Public Law 114-328, National Defense Authorization Act for FY 2017, section 951, "Enhanced Security Programs for Department of Defense Personnel and Innovation Initiatives"

These may have the potential to reduce NBIB's FY 2018 workload and associated program funding. NBIB reasonably considered the potential impacts of these and other factors external to the program that are currently identifiable, along with inflationary cost increases, when developing prices. NBIB will work with its customer agencies and do everything possible to maintain these published prices, however the full impact of external factors may require an adjustment to prices prior to the beginning of FY 2018.

As a reminder, in accordance with the Federal Investigative Standards and the Continuous Evaluation requirement, on February 3, 2017, NBIB began offering the Continuous Evaluation Special Agreement Check (CE SAC) product to satisfy Phase 1 requirements (FIN 17-03). The CE SAC product offering will continue in FY 2018. Please see FIN 17-03 and page 5 of the attachment for further information.



Charles S. Phalen, Jr.

Director

National Background Investigations Bureau

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Inquiries:	Agency Liaison, 724-794-5612
Code:	736, Investigations
Distribution:	SOIs/SONs
Notice Expires:	September 30, 2018, unless superseded
Attachment:	FY 2018 Investigations Reimbursable Billing Rates – Effective October 1, 2017

# FY 2018 Investigations Reimbursable Billing Rates – Effective October 1, 2017

## Section 1: Investigations Billing Base Rates

**Table 1: Effective Investigations Billing Base Rates**

Case Type		Case Type Code	Case Service	
			Standard	Priority
<b>NAC</b>	National Agency Check	06	\$154	<i>Not Available</i>
<b>T1</b>	Tier 1	63	\$194	<i>Not Available</i>
<b>T2S</b>	Tier 2 with a Subject Interview	57	\$1,550	\$1,674
<b>T2RS</b>	Tier 2 Reinvestigation with a Subject Interview	58	\$1,261	\$1,362
<b>T3</b>	Tier 3	64	\$433	<i>Not Available</i>
<b>T3R</b>	Tier 3 Reinvestigation	65	\$417	<i>Not Available</i>
<b>T4</b>	Tier 4	66	\$4,218	\$4,555
<b>T4R</b>	Tier 4 Reinvestigation	67	\$2,646	\$2,858
<b>T5</b>	Tier 5	70	\$5,596	\$6,043
<b>T5R</b>	Tier 5 Reinvestigation	71	\$3,065	\$3,310

**Note:** For case types T2S/T2RS, T4/T4R and T5/T5R, priority service (Case Service Code “A”) is available at a higher base price, which will prioritize the processing of your request ahead of standard service cases. All other case types are only available in standard service.

The Investigations Billing Base Rates are applied upon the receipt of the complete investigation request. Additional and subsequent fees and adjustments may be applied. Please refer to the following sub-sections for more details:

- Optional extra coverage and associated fees (*sub-section 1a*)
- Required expanded coverage to include the Triggered Enhanced Subject Interview (TESI) and International Coverage and associated fees (*sub-section 1b*)
- Investigations discontinued billing rates (*sub-section 1c*)

Case type and service changes may be requested at any point prior to case closing by contacting the FIPC Telephone Liaison at 724-794-5228 or [FISCTRBoyersTelephoneLiaisons@opm.gov](mailto:FISCTRBoyersTelephoneLiaisons@opm.gov). Case type or service changes that result in additional work (i.e. case and service upgrades) will receive a new case schedule date and be billed according to the effective date the upgrade request was received. Case type or service changes that do not result in additional work (i.e. case and service downgrades) will be billed according to the effective date the initial request was received or the discontinued rate of the initial case type or service, whichever is greater.

# FY 2018 Investigations Reimbursable Billing Rates – Effective October 1, 2017

## Sub-Section 1a: Optional Extra Coverage Fees

The optional extra coverage outlined in this section can be requested by including the appropriate code in the “Extra Coverage” field of the Agency Use Block (AUB) of the Standard Forms. The below table defines the extra coverage available, the case types that would allow each particular extra coverage to be requested, the appropriate codes to use in the AUB and the fees that will be applied to your bill. If the case type is not listed in the “Available Case Types” column, then the below coverages are included in the basic case coverage, unless specified otherwise.

**Table 2: Optional Extra Coverage Fees**

Extra Coverage	Available Case Types	Extra Coverage Code	Fee
<b>Bar Association License Check (BAR)</b> <i>Note: A \$10 processing fee is charged per state search where the subject claims a license. An additional state processing fee may be added where applicable. For a current listing of state fees, please contact the Billing Oversight Team.</i>	All	Q	\$10 + Varying State Fee for each search
<b>Bureau of Vital Statistics Check (BVS)</b>	All	L	\$24
<b>National Credit Check (CRED)</b> <i>Note: Credit search provided on T1 investigations in accordance with the Federal Investigative Standards. Under these conditions the extra coverage code 2 will be automatically added to the case and the fee will be applied.</i>	NAC T1	2	\$11
<b>State Criminal History Repository Check (SCHR)</b> <i>Note: For positions involving child care, a \$5 processing fee per search will be charged. Also, for each SCHR, an additional user fee (determined and charged by each state) will be applied. Some states may charge for each name search conducted. For a current listing of state fees, please contact the Billing Oversight Team.</i>	All	<b>8</b> <i>(SF-85)</i> <b>Position Code</b> <b>H</b> <i>(SF-85P and SF-86)</i>	\$5 + Varying State Fee for each search

Please note, the extra coverage outlined above is only what is available at an added cost to the customer above the basic investigative rate. For additional extra coverage available at no charge, please refer to the most current version of the INV 15, [Requesting OPM Personnel Investigations](#), which is located on the OPM investigations website. The INV 15 is intended to assist federal agencies in requesting background investigations. It provides information to familiarize agency human resource and security officials with OPM investigations and the products and services we offer.

# **FY 2018 Investigations Reimbursable Billing Rates – Effective October 1, 2017**

## **Sub-Section 1b: Required Expanded Coverage Fees *(not optional)***

The required expanded coverage outlined in this section is added to the customer's bill according to the expansion criteria and is not optional. The below table defines the expanded coverage and the specific criteria that generate assessment of the additional fee.

**Table 3: Required Expanded Coverage Fees**

<b>Expanded Coverage and Criteria</b>	<b>Fee</b>
<b>FBI Name Search for Spouse and/or Cohabitant (SFPN/SFBN) for NAC</b> <i>Expansion Criteria: For NAC (case type 06) investigations submitted by an OPM-authorized delegated agency in support of a higher level background using a SF-86 and having Access Levels 3 through 5, a name-based search of FBI Criminal Files (SFPN) and FBI Investigative Files (SFBN) for subject spouse and/or cohabitant will be automatically scheduled. Fees apply to each search conducted.</i>	<b>\$25</b> <i>(fee per search;  SFPN = \$2;  SFBN = \$23)</i>
<b>International Coverage</b> <i>Expansion Criteria: International coverage is defined as any casework conducted outside of the United States and its territories. All case types including the RSI (See Section 3) are subject to an International Coverage fee.</i>	<b>\$950</b> <i>(flat fee per case)</i>
<b>Triggered Enhanced Subject Interview (TESI) for Tier 3 and Tier 3R</b> <i>Expansion Criteria: Applied to each case when a TESI is added to a Tier 3 or Tier 3R investigation. The TESI must be completed for charges to apply.</i>	<b>\$1,014</b> <i>(flat fee per Case)</i>

# FY 2018 Investigations Reimbursable Billing Rates – Effective October 1, 2017

## Sub-Section 1c: Investigations Discontinued Billing Rates

The following table lists the billing rates for investigations discontinued prior to completion. With the exception of Tier 1 and NAC investigations, all standard investigations offered in this Federal Investigative Notice receive discounted pricing if they are discontinued or cancelled within 30 days of case scheduling. Priority investigations receive discounted pricing if they are discontinued or cancelled within 15 days of case scheduling. Discontinued investigations that meet the criteria described in the table below will receive a credit (“AC” bill event) thereby reducing the base case price to the prices reflected below. Agencies may discontinue an investigation by contacting the FIPC Telephone Liaison at 724-794-5228 or [FISCTRBayersTelephoneLiaisons@opm.gov](mailto:FISCTRBayersTelephoneLiaisons@opm.gov).

**Table 4: Investigations Discontinued Billing Rates**

Case Type	Case Service	Case Type/ Service Code	Base Price / Full Charge (FC)	Adjusted Case Cost based on Time Discontinued from the Initial Schedule Date			
				0 - 5 days	6 - 15 days	16 - 30 days	Over 30 days
NAC	Standard	06A	<b>\$154</b>	FC	FC	FC	FC
T1	Standard	63B	<b>\$194</b>	FC	FC	FC	FC
T2S	Priority	57A	<b>\$1,674</b>	\$921	\$1,088	FC	FC
	Standard	57C	<b>\$1,550</b>	\$465	\$620	\$775	FC
T2RS	Priority	58A	<b>\$1,362</b>	\$749	\$885	FC	FC
	Standard	58C	<b>\$1,261</b>	\$378	\$504	\$631	FC
T3	Standard	64B	<b>\$433</b>	\$217	\$260	\$325	FC
T3R	Standard	65B	<b>\$417</b>	\$209	\$250	\$313	FC
T4	Priority	66A	<b>\$4,555</b>	\$456	\$1,822	FC	FC
	Standard	66C	<b>\$4,218</b>	\$422	\$1,055	\$2,109	FC
T4R	Priority	67A	<b>\$2,858</b>	\$286	\$1,143	FC	FC
	Standard	67C	<b>\$2,646</b>	\$265	\$662	\$1,323	FC
T5	Priority	70A	<b>\$6,043</b>	\$604	\$2,417	FC	FC
	Standard	70C	<b>\$5,596</b>	\$560	\$1,399	\$2,798	FC
T5R	Priority	71A	<b>\$3,310</b>	\$331	\$1,324	FC	FC
	Standard	71C	<b>\$3,065</b>	\$307	\$766	\$1,533	FC

*FC = Full Charge*

If a scheduled investigation is discontinued and subsequently the same level of investigation is reopened by the same agency within four (4) months from the discontinuation date, the rate charged for the reopened investigation will be adjusted (“RO” bill event) by the amount previously credited. Use the FIPC Form 553 to request reopens of previously discontinued cases and to request Reimbursable Suitability/Security Investigations (RSI). Please submit all reopen and RSI requests via the NP2 Portal. Faxed, scanned, and/or mailed request will no longer be accepted. FIPC Form 553 is available on the OPM investigations website.

# FY 2018 Investigations Reimbursable Billing Rates – Effective October 1, 2017

## Section 2: Special Agreement Check (SAC) Billing Rates

**Table 5: Special Agreement Check (SAC) Billing Rates**

<b>Basic Processing Fee (applies to all requests)</b> Additional charges listed below based on coverage requested		<b>\$13</b>
<b>Code</b>	<b>Type</b>	<b>Fee</b>
<b>3</b>	<b>Continuous Evaluation Special Agreement Check (CE SAC)</b> Includes SAC item codes A, E, X, and also includes a Financial Crimes Enforcement Network Check (FNCN) for \$10. <i>Note: A signed interagency agreement is required to request the CE SAC product. Agencies can contact their NBIB Agency Liaison to obtain information regarding component coverage for the CE SAC and to establish the required agreement (See FIN 17-03)</i>	<b>\$32</b>
<b>4</b>	<b>Military Discharge Check (MILD)</b> <i>Note: This check will be offered in FY 2018, but a price has yet to be determined. Further information to follow in a future notice.</i>	<i>TBD</i>
<b>8</b> (with B*)	<b>State Criminal History Repository Check (SCHR)</b> <i>Note: A \$5 processing fee per search will be added to your bill (indicated by an “AD” bill event on the invoice). Also, for each SCHR, an additional user fee charged by each state will be applied (shows as an “AE” bill event on the invoice). Some states may charge for each name search conducted. For a current listing of state fees, please contact Billing Oversight. *Must be ordered in addition to SAC code B. Fees for SAC code B will apply.</i>	<b>\$5</b> + Varying State Fee for each search
<b>A</b>	<b>Security/Suitability Investigations Index Check (SII)</b>	<b>\$5</b>
<b>B</b>	<b>FBI Fingerprint Classification Check (FBIF/FBFN)</b>	<b>\$10</b>
<b>C</b>	<b>FBI Investigations Files Check (FBIN)</b>	<b>\$23</b>
<b>D</b>	<b>Defense Central Index of Investigations Check (DCII)</b>	<b>\$11</b>
<b>E</b>	<b>National Credit Check (CRED)</b>	<b>\$11</b>
<b>F</b>	<b>Selective Service Check (SESE)</b>	<b>\$4</b>
<b>G</b>	<b>Military Personnel Records Check (MILR)</b>	<b>\$16</b>
<b>H</b>	<b>Investigative Agencies Check (INVA)</b>	<b>\$8</b>
<b>I</b> (letter i)	<b>Citizenship and Immigration Services Check (IMM)</b> <i>Note: If multiple searches are required, the fee will be charged per search.</i>	<b>\$6</b>
<b>N</b>	<b>Bureau of Vital Statistics Check (BVS)</b>	<b>\$24</b>
<b>R</b>	<b>SAC National Agency Check (SAC NAC)</b> Includes SAC item codes A, B, C, D, and H. <i>Note: The SAC NAC is not the same product as a NAC (case type 06A) ordered on an SF-85, SF-85P, or SF-86. The SAC NAC cannot be used by an OPM-authorized delegated agency in support of a higher level background investigation.</i>	<b>\$57</b>
<b>S</b>	<b>Spouse/Cohabitant National Agency Check (NAC)</b> Includes SAC item codes A, B (at a reduced rate of \$2), C, and D. <i>Note: Additional coverage items may be applied at an additional charge based on the individual background.</i>	<b>\$41</b>
<b>U</b>	<b>Periodicals Check (PERI)</b>	<b>\$11.50</b>
<b>X</b>	<b>National Crime Information Center/Interstate Identification Index Check (NCIC/III)</b>	<b>\$6</b>

# FY 2018 Investigations Reimbursable Billing Rates – Effective October 1, 2017

## Sub-Section 2a: Fingerprint SAC Requests

**Table 6: Electronic Fingerprint-Only Special Agreement Check (SAC)**

SAC Code	Type	Fee
<b>B</b> (electronic)	<p><b>Electronic Fingerprint-Only Special Agreement Check (SAC)</b> Fingerprint only SAC for Federal applicants, employees, contractor, military personnel, or non-Federal personnel (for regulatory purposes). The electronic fingerprints are those submitted electronically via LiveScan or CardScan technology to the OPM Fingerprint Transaction System (FTS) via submission of SF-87/FD 258 only. Costs shown include FBI user fee (\$10) and the basic SAC processing fee of \$13 is reduced to \$10.</p> <p><i>Note: Certain criminal justice positions are exempt from the FBI user fee of \$10. OPM will only charge for the reduced SAC processing fee (\$10). For more details, please contact your Agency Liaison.</i></p>	<b>\$20</b>

### Special Notes on Fingerprint SAC Requests

If a fingerprint SAC is submitted in advance of the higher level investigation, a credit may be applied to the higher level case in the amount of the initial fingerprint SAC. To receive this credit, the requester must:

1. Submit the fingerprint SAC at least 1 day, but no greater than 120 days, in advance of the higher level investigation, and
2. Include FIPC Code “I” (letter i) on the higher level investigation.

### Including Agency Specific Accounting Details within Fingerprint Submissions

- Since not all electronic fingerprint machines contain an accounting field, the Attention Indicator (ATN) field can be used as an alternative method on most machines. Populated ATN field details will return in the “ACCOUNT BLOCK” field within the monthly invoices<sup>1</sup>.
- Additionally, the Occupation (OCP) field can be used to return agency, requesting office, and/or subject specific identifiers. Populated OCP field details will return in the “POSITION” field on monthly invoices<sup>2</sup>.
- Agencies using GSA shared enrollment (USAccess) centers may not have the ability to populate the ATN and OCP fields and should address their concerns regarding this and/or other issues directly with their USAccess Agency Lead or GSA ([hspd12@gsa.gov](mailto:hspd12@gsa.gov)).

### Requirements for Submitting Reprints when Prints are Unclassifiable

When the FBI is unable to make a classifiable determination due to illegible fingerprints, the FBI deems the submissions as “Unclassifiable”. A reprint may be submitted within one year of the case closing date in an effort to obtain a classifiable determination without incurring additional cost. The original case number of the unclassifiable fingerprint must be provided with the reprint submission to avoid the discontinuance of the reprint or an additional fingerprint processing charge. The original case number must be provided in the OCA block on the SF-87 or FD-258 hard card or in the tagged field 2.009 of the electronic transmission. When submitting a hard card, please note “Reprint” in the top left-hand corner and attach the Notice of Unclassifiable Fingerprints. See section 6.2 of [INV 15](#) for additional details.

<sup>1</sup>The field requirements for the ATN field are: populated with greater than 3 characters; truncated at 30 characters; and cannot contain any dot or “special” characters.

<sup>2</sup> The only field requirement for the OCP field is that it will be truncated at 50 characters.



# FY 2018 Investigations Reimbursable Billing Rates – Effective October 1, 2017

## Section 3: Reimbursable Suitability/Security Investigation (RSI) Billing Rates

**Table 7: Reimbursable Suitability/Security Investigation (RSI) Billing Rates**

Basic Processing Fee (applies to all requests) Additional charges listed below based on coverage requested		Standard \$73	Priority \$85
Code	Type	Standard	Priority
0 (zero)	Basic Record Check with No Known Issues	\$170	\$199
	Bulk Record Check <i>Note: When possible a “bulk” record check (RSI Code 1) will be conducted at a reduced fee (as reflected)</i>	\$30	\$35
2	Record Search for Known Issues	\$294	\$344
4	Personal Source for Coverage (No Known Issues)	\$469	\$549
5	Personal Source to Address Known Issues	\$559	\$654
6	Subject Contact	\$241	\$282
7	Enhanced Subject Interview (ESI)	\$1,014	\$1,186
	Enhanced Subject Interview (ESI) – Unable to Contact <i>Note: When an ESI is requested, if the investigator was unable to conduct (UC) the ESI after several attempts with the subject and agency, a reduced fee is charged (as reflected). RSI Code 9 will be used in these situations. This can be avoided by providing accurate subject location information in the RSI request.</i>	\$254	\$297
8 (with B*)	State Criminal History Repository Check (SCHR) <i>Note: A \$5 processing fee per search will be added to your bill (indicated by an “AD” bill event on the invoice). Also, for each SCHR, an additional user fee charged by each state will be applied (shows as an “AE” bill event on the invoice). Some states may charge for each name search conducted. For a current listing of state fees, please contact Billing Oversight. *Must be ordered in addition to SAC code B. Fees for SAC code B will apply.</i>	\$5 + Varying State Fee for each search	NA
A	Security/Suitability Investigations Index Check (SII)	\$5	NA
B	FBI Fingerprint Classification Check (FBIF/BFN)	\$10	NA
C	FBI Investigations Files Check (FBIN)	\$23	NA
D	Defense Central Index of Investigations Check (DCII)	\$11	NA
E	National Credit Check (CRED)	\$11	NA
F	Selective Service Check (SESE)	\$4	NA
G	Military Personnel Records Check (MILR)	\$16	NA
H	Investigative Agencies Check (INVA)	\$8	NA
I (letter i)	Citizenship and Immigration Services Check (IMM) <i>Note: If multiple searches are required, the fee will be charged per search.</i>	\$6	NA
J	State Department Passport Office Check (STPA)	\$6	NA
L	Military Discharge Check (MILD) <i>Note: This check will be offered in FY 2018, but a price has yet to be determined. Further information to follow in a future notice.</i>	TBD	NA
N	Bureau of Vital Statistics Check (BVS)	\$24	NA

## FY 2018 Investigations Reimbursable Billing Rates – Effective October 1, 2017

Code	Type	Standard	Priority
Q	<b>Bar Association License Check (BAR)</b> <i>Note: A \$10 processing fee is charged <u>per state search</u> where the subject claims a license. An additional state processing fee may be added where applicable. For a current listing of state fees, please contact the Billing Oversight Team.</i>	<b>\$10</b> + Varying State Fee for each search	NA
S	<b>Spouse/Cohabitant National Agency Check (NAC)</b> Includes SAC item codes A, B (at a reduced rate of \$2), C, and D. <i>Note: Additional coverage items may be applied at an additional charge based on the individual background.</i>	<b>\$41</b>	NA
T	<b>Interpol Search</b>	<b>\$21</b>	NA
U	<b>Periodicals Check (PERI)</b>	<b>\$11.50</b>	NA
V	<b>Financial Crimes Enforcement Network Check (FNCN)</b>	<b>\$10</b>	NA
X	<b>National Crime Information Center/Interstate Identification Index Check (NCIC/III)</b>	<b>\$6</b>	NA

NA = Not Available

### Special Notes on RSI Requests

RSIs are conducted, by request of the adjudicating agency, when additional work is needed that falls outside the scope or coverage requirements of an investigative product. To initiate an RSI, an authorized contact from the agency's security office must submit a letter or memo to OPM Investigative Interface, Reopen/RSI Quality Review. Requests may be submitted on the FIPC 553 (Reopen/RSI Request Form), which can be found on the OPM investigations website at [www.opm.gov/investigations](http://www.opm.gov/investigations). Please include a clear description of the work being requested in the RSI as well as the subject's current location and phone number. RSI requests must be sent via the NP2 Portal.

Priority service can be requested at an additional charge above standard service, which will prioritize the processing of your request ahead of standard service RSI cases.

Records and personal sources (RSI codes 0 through 6) can be defined as employment, education, financial, residential, law enforcement, or public records coverage depending on the check requested.

In some situations, a NAC item cannot be conducted to obtain the requested record. Depending on the location of the information and the repository's electronic capabilities, the price of these items can range from the listed NAC item price up to the fieldwork item price. OPM will strive to obtain the item electronically at a lower cost to the agency when possible.

The International Coverage fee will be applied on any RSI where casework is conducted outside of the United States and its territories. Please refer to Sub-Section 1b for current fee amount.

Please note that many of the National Agency Check (NAC) items available for the RSI are also available in the SAC product. When only NAC items are needed, the SAC may be a more cost-effective option.

If a code is not listed for a needed item, please contact your OPM investigations Agency Liaison to schedule a special request.

# **FY 2018 Investigations Reimbursable Billing Rates – Effective October 1, 2017**

## **Section 4: Billing Process Overview**

Investigations billing base rates are applied upon receipt of a complete investigation request. However, the associated billing record is not created until the investigation is scheduled. When an investigation is scheduled, an “OR” (Original Rate) bill event transaction is created. Billing transactions enclosed in monthly invoices include all new investigations scheduled during the month (OR bill event transactions) and any required billing adjustment(s) to a previously scheduled case. Monthly invoices also include transactions to indicate when an investigation has closed. These are indicated by a “CL” (Closed Bill) bill event transaction and will reflect a \$0 transaction amount. Unless there are special circumstances, additional transactions for a closed investigation would not be expected. See Section 5 for a complete listing of all bill event transaction codes and a description of their purpose.

### **Providing Valid Financial Codes and Agency Identifiers**

OPM does not determine billing information invoiced to customer agencies. Instead, customer agencies provide all billing information invoiced during the initial investigative submission to OPM. Therefore, it is the requesting customer agencies responsibility to ensure that accurate information is initially provided. Specifically, customer agencies are required to ensure an accurate Submitting Office Number (SON), Security Office Identifier (SOI), Agency Location Code (ALC), Treasury Account Symbol (TAS), and any other internally required billing information is provided.

Be aware that once an SON-SOI-ALC combination is billed for an investigative request, these codes and any associated case billing details cannot be changed by OPM. They will continue to be billed throughout the life of the investigation, which may cross multiple invoicing cycles. Therefore, it is critically important that these codes are properly determined prior-to, internally validated with appropriate financial officials, and accurately included within, each investigative submission.

It is OPM’s policy that the Billing Oversight Team must be contacted to discuss any invoice concerns prior to issuing an invoice chargeback at [FISBillingOversightTeam@opm.gov](mailto:FISBillingOversightTeam@opm.gov) or 724-794-5612 ext. 4490. Concerns or problems arising from inaccurately submitted billing details will not be grounds for continued invoice chargebacks. The invoicing process provides sufficient controls and details for the impacted agency to reach out to the requesting customer agency contact(s) and resolve the issue. Any associated billing corrections for inaccurately provided ALC details must be handled between the losing and gaining entities without the involvement of OPM (to include any prior unpaid agency balances).

### **Invoice Retrieval**

Agency contacts can register for access to download monthly invoice files via OPM’s NP2 Portal system (<https://apollo.opm.gov>). Current and prior fiscal year invoice files are available in an electronic PDF or “flat file” formats. In addition, instructions and a template can be provided to convert the electronic “flat file” to an Excel document. To initiate the registration process, please contact a member of the Billing Oversight Team at [FISBillingOversightTeam@opm.gov](mailto:FISBillingOversightTeam@opm.gov).

### **Daily Billing Status Reports**

To facilitate agencies with proactively reviewing billing transactions, OPM also offers a series of daily electronic status reports. These reports can serve as a valuable tool to continuously evaluate and monitor agency specific billing transactions. For more details on establishing this connection please refer to FIN 13-03, Daily Notifications from OPM. This and other historical FINs are located on the [OPM investigations website](#).

## FY 2018 Investigations Reimbursable Billing Rates – Effective October 1, 2017

### Section 5: Active Bill Event Transaction Codes

<b>A3</b>	Adjustment related to an Enhanced Subject Interview (ESI)
<b>A5</b>	Adjustment made when a higher level investigation is linked to a SAC (Special Agreement Check)
<b>AA</b>	Manual addition made by OPM where other billing codes cannot be applied
<b>AB</b>	Adjustment made when a Bureau of Vital Statistics (BVS) item is added to a case as additional coverage
<b>AC</b>	Adjustment made when a case is cancelled/discontinued prior to completion (see Sub-Section 1c for Investigations Discontinue Rates)
<b>AD</b>	Adjustment for OPM Processing Fee when Child Care cases add a State Criminal History Repository (SCHR) search as additional coverage (there may be an AD event for <i>each</i> search conducted)
<b>AE</b>	Adjustment for each SCHR search made in states that charge additional fees (there may be an AE event for <i>each</i> search conducted)
<b>AF</b>	Adjustment made when an agency is exempt from the FBI User fee(s)
<b>AH</b>	Adjustment made when a Defense Central Index of Investigations (DCII) item is added to a case as an additional coverage
<b>AJ</b>	Adjustment made for expanded file screening when an agency has an agreement with OPM to provide this service
<b>AO</b>	Adjustment made when a Spouse/Cohabitant National Agency Check (NAC) is conducted in a SAC
<b>AP</b>	Adjustment made when named-based searches of FBI Criminal and Investigative Files for subject spouses and/or cohabitants are conducted on lower level cases with Access Levels 3-5 (there may be an AP event for <i>each</i> search conducted, this is possible when a person has had multiple last names)
<b>AQ</b>	Adjustment made when a PPR (Phased Periodic Reinvestigation) converts to a full SSBI-PR (SSBI-Periodic Reinvestigation)
<b>AR</b>	Adjustment made when a National Credit Check (CRED) item is added to a case as additional coverage or is conducted on a SAC product
<b>AS</b>	Manual subtraction made by OPM where other billing codes cannot be applied
<b>AT</b>	Adjustment made when a case type is changed
<b>AU</b>	Adjustment made when a case type and/or service is upgraded
<b>AV</b>	Adjustment made when a case service is changed
<b>AX</b>	Adjustment made when the case type and service is changed
<b>AY</b>	Adjustment for OPM processing fee when a Bar Association License Checks is added as additional coverage or is conducted on a SAC product (there may be an AY event for <i>each</i> state search conducted)
<b>AZ</b>	Adjustment for each Bar Association License Check in states that charge additional fees (there may be an AZ event for <i>each</i> search conducted)
<b>B3</b>	Adjustment related to a Triggered Enhanced Subject Interview (TESI)
<b>CL</b>	Closing bill event code when the investigation is completed
<b>DA</b>	Manual addition made by OPM due to an agency dispute
<b>DS</b>	Manual subtraction made by OPM due to an agency dispute
<b>IN</b>	Surcharge for cases requiring international work
<b>OR</b>	The initial bill event on a case
<b>RO</b>	Adjustment made to reverse a discontinue adjustment when the case is reopened
<b>R_</b>	With few exceptions, the bill event for RSI products will begin with the letter 'R' followed by the corresponding RSI Code (see Section 2 for additional details)